



Town of Dumfries
Council Meeting

Meeting Date:

April 2, 2013

Agenda Item#

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AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- ☒ CONSENT AGENDA
☐ PRESENTATION
☐ ACTION ITEM
☐ TOWN MANAGER & STAFF COMMENTS
☐ PUBLIC HEARING
☐ Duly Advertised

PURPOSE OF ITEM:

- ☐ INFORMATION ONLY
☐ DISCUSSION ONLY
☒ DISCUSSION AND/OR DECISION
☐ Introduction ☒ Resolution
☐ Ordinance ☐ Grant/MOU
☐ By Motion ☐ Bylaws
☐ Certificate

PRESENTER: Dan Taber

PRESENTER TITLE: Town Manager

AGENDA ITEM:

Resolution Recognizing Municipal Clerks Week

BACKGROUND / SUMMARY:

Municipal Clerks throughout the United States, Canada and 15 other countries will celebrate Municipal Clerks Week on May 5 through May 11, 2013. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

Although it is one of the oldest positions in local government, few people realize the vital services Municipal and Deputy Clerks perform for their community. Primarily, they act as the cornerstone of their council. They also prepare the council agendas, record and index minutes and maintain the council's ordinance and resolutions files. Other responsibilities may include keeping the official records of the city, conducting local elections, and processing permits. Many serve as financial officers or treasurers and, in some municipalities, may act as chief administrative officers.

The International Institute of Municipal Clerks (IIMC) sponsors Municipal Clerks Week. Founded in 1947, IIMC is the professional association of 9,500 City, Town, Township, Village, Borough, Deputy, and County Clerks. IIMC is dedicated to improving the professionalism of the Clerk and increasing the productivity of local government.

ATTACHMENTS:

Press Release
Resolution

REQUESTED ACTION:

Adopt the Resolution

☐ NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Phone#: 703-221-3400

Name:

Dan Taber

E-mail:

dtaber@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

☐ PASSED

☐ NOT PASSED

Y N

☐ ☐ Brewer
☐ ☐ Reynolds
☐ ☐ Wood

Y N

☐ ☐ Foreman
☐ ☐ Toney

Y N

☐ ☐ Forrester
☐ ☐ Washington



International Institute of Municipal Clerks

Professionalism in Local Government

CONTACT: Chris Shalby
Executive Director

FOR IMMEDIATE RELEASE
909/944-4162 (chriss@iimc.com)

IIMC ANNOUNCES 44th ANNUAL MUNICIPAL CLERKS WEEK May 5 - 11, 2013

RANCHO CUCAMONGA – January 2013 -- The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 9,500 members comprised of City, Town, Township, Village, Borough, Deputy and County Clerks throughout the United States, Canada and 15 other countries, announces its 44th Annual Municipal Clerks Week— May 5 - 11, 2013. This event features a weeklong series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community.

IIMC has sponsored Municipal Clerks Week since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government. During this week, Municipal Clerks throughout the world will host open houses and tours of the Municipal Clerk's office, visit local schools and participate in other various events.

"The true worth of the Municipal and Deputy Clerk is often not realized," said IIMC President Brenda M. Cirtin, MMC, City Clerk for the City of Springfield, Missouri. "But Clerks perform some of the principal functions of the democratic process."

"One of the most important responsibilities Clerks administer is advising their municipality's council of the legislative restrictions that apply to the ordinances and resolutions they wish to enact," said Cirtin.

MORE

Municipal Clerks Week
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Municipal and Deputy Clerks' main function is to serve as the council's foundation. Other duties include, but are not limited to, preparing agendas, taking minutes, maintaining ordinance and resolutions files, keeping the municipality's historical records, processing permits and serving as the clearinghouse for information about the local government.

They also record the actions of the various commissions and committees appointed by the council. Many serve as financial officers or treasurers and, in small municipalities, may act as chief administrative officers. Another important responsibility is administering part or all of the local election functions.

"The public often takes the administration of an election for granted," stated Cirtin. "In reality, it takes Municipal Clerks months to organize and prepare this key element in the democratic process which must be done correctly for the whole system to work."

One of local government's oldest positions is the Municipal Clerk. Their duties have expanded over the years and, today, modern technology assists them with their increasing responsibilities. To stay abreast of new computer applications, records management and other relevant information, many Municipal and Deputy Clerks return to the classroom to increase their knowledge of these issues, learn new material and sharpen old skills.

"Because some elements of government are constantly changing, Clerks must stay current of changes so they can advise their council and inform their community," said Cirtin. "As the focus of each level of government changes, Clerks must also adapt."

Founded in 1947, IIMC is a professional nonprofit association with 9,500 members throughout North America and 15 other countries, representing municipalities with populations of 1,000 to more than 8 million. IIMC prepares its membership to meet the challenge of the diverse role of the Municipal Clerk by providing services and continuing educational development opportunities in 46 permanent college- and university-based learning centers. IIMC offers Municipal and Deputy Clerks a Certified Municipal Clerk Program (CMC), a Master Municipal Clerk (MMC) Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs IIMC.

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON APRIL 2, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, ;
Gerald M. Foreman, II, ;
Kristin W. Forrester, ;
Helen D. Reynolds, ;
Willie J. Toney, ;
Gwen P. Washington, ;
Derrick R. Wood, ;

**RESOLUTION PROCLAIMING MAY 5 – 11, 2013
MUNICIPAL CLERKS WEEK**

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Dumfries that May 5 through May 11, 2013, be recognized as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Dawn Hobgood and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

By Order of Council:

Gerald M. Foreman, Mayor

ATTEST:

Dawn Hobgood, Town Clerk